

# Assistant Director for Interdepartmental Coordination

## OFFICE OF THE SECRETARY OF THE INTERIOR

### Agency Contact Information

1 vacancy in the following location:

📍 District of Columbia, DC

Work Schedule is Full-Time - Permanent

Opened Friday 4/22/2016

(7 day(s) ago)

🕒 Closes Monday 5/2/2016

(3 day(s) away)

### Salary Range

\$108,887.00 to \$160,300.00 / Per Year

### Series & Grade

GS-0401-14/15

### Promotion Potential

15

### Supervisory Status

No

### Who May Apply

This position is open to all US Citizens.

### Control Number

436926500

### Job Announcement Number

OS-6050-16-KY-130(DEU)

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### Job Overview

## Summary

[About the Agency \(https://jobs.mgsapps.monster.com/bsee/vacancy/preview.hms?orgId=2&jnum=1096\)](https://jobs.mgsapps.monster.com/bsee/vacancy/preview.hms?orgId=2&jnum=1096)

This position is located within the Department of the Interior (DOI), Office of the Secretary (OS), National Invasive Species Council (NISC). The incumbent serves as the National Invasive Species Council Secretariat's Assistant Director for Interdepartmental Coordination. The NISC Secretariat is a high-level body that serves the Principals of 13 Federal Departments/Agencies. It also interfaces with senior staff representing Congress, CEQ, OSTP, the White House, OMB, GSA and other Federal advisory bodies on behalf of NISC. Following priorities, guidelines, and strategic plans established by the Executive Director, the incumbent ensures effective day-to-day coordination across the NISC member Departments/Agencies, as well as other Federal bodies on a project-by-project basis.

This is a permanent, **full-time**, career/career conditional appointment.

**This vacancy may be used to fill additional positions as vacancies become available.**

### Salary Information

**GS-14: \$108,887-\$141,555** per annum. **GS-15: \$128,082- \$160,300** per annum. First time hires to the Federal government normally start at the lower salary range of the grade level.

This vacancy is also announced as **OS-6050-16-KY-131(MP)** for those applicants who wish to apply and be considered under Merit Promotion procedures.

The Office of National Invasive Species Council has determined that the duties of this position are suitable for telework and the selectee may be able to telework with supervisory approval.

## Duties

**At the full performance level (GS-15) the major duties of this position include, but are not limited to the following:**

- 1) Serves as the primary National Invasive Species Council (NISC) Secretariat focal point and coordinator for the Departmental Coordinators/Policy Liaisons across all Departments/Agencies of NISC member Departments/Agencies.
- 2) Guides interdepartmental strategic planning processes as necessary to ensure that NISC member Departments/Agencies are working together toward common goals in a manner that is inclusive, time and cost efficient, and highly impactful.
- 3) Works with Departmental Coordinators/Policy Liaisons to raise the profile of invasive species within their Departments and develop Departmental Invasive Species Task Forces, plans, briefings, fact sheets, events, and other means necessary to further institutionalize the invasive species issue at a high-level within the respective Department/Agency.
- 4) Oversees compilation and reporting of the annual, interdepartmental crosscut budget.
- 5) Responds to inquiries from Congress, GAO, OMB and others regarding interdepartmental coordination on invasive species issues.

## Travel Required

- Occasional Travel
- Occasional Travel Required

## Relocation Authorized

- No

**Job Requirements**

**Additional Information**

**How to Apply**

**Required Documents**

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# Department Of The Interior

## Office of the Secretary of the Interior

### Contact

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